

## **2.62.050 Career Service Rules and regulations.**

Career service rules and regulations, and revisions thereof, shall be adopted by the mayor and the city council after evaluation by the personnel advisory board and upon such adoption and

- A. Administration of the classification plan;
- B. Administration of the pay plan;
- C. Announcement of employment vacancies and the acceptance of applicants for employment;
- D. Preparation and conducting of examinations;
- E. Establishment and use of eligibility lists;
- F. Establishment of promotional policies;
- G. Certification and employment of persons for employment lists to fill vacancies;
- H. Performance evaluation of employees including those on probationary status;
- I. Transfer, promotion and reinstatement of employees;
- J. Separation from the career service of employees by resignation, suspension, dismissal, layoff and incapacity to perform required duties;
- K. Establishment of hours of work, holidays, vacation, attendance and leave regulations and procedures;
- L. Outside employment of municipal employees;
- M. Relations with employee organizations;
- N. Establishment of a probation period, not to exceed one year, for all employees prior to final appointment;
- O. Establishment of grievance and appeal procedures;
- P. Development of employee morale, safety and training programs;
- Q. Such other matters as may be necessary to carry out the intent and the purpose of this chapter and state and federal law.